

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Irvin Hicks/ Management Counselor

ANNOUNCEMENT NUMBER: 2015-008A

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: ADMINISTRATIVE ASSISTANT (Logistics)
FSN-07*

TYPE OF HIRE: TEMPORARY

OPENING DATE: October 05, 2015

CLOSING DATE: October 19, 2015

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 64 253 727 * GNF P.A.
(POSITION GRADE: FSN-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED **WORK AND/OR RESIDENCY PERMITS** TO BE ELIGIBLE FOR CONSIDERATION.

Only complete application: filled DS-174 + documentation (Education and Work including start and end dates, certificates, trainings, awards, driver's license) that address the qualification requirements of the position will be **considered for screening**.

APPLICATIONS CAN EITHER BE BROUGHT TO CDC OFFICE (IMMEUBLE PITA, 3ÈME ÉTAGE, CITÉ CHEMIN DE FER, KALOUM) OR BE SENT TO ConakryHR-CDC@state.gov

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT:4298/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

BASIC FUNCTION OF POSITION

This position serves under the direct supervision of the Deputy Director. Incumbent has the lead logistical responsibility for coordinating all transport support and lodging arrangements for CDC staff, LE Staff, TDYers, and contractors. The job holder also serves as a liaison with the RSO office for travel notifications, red zone requests, and badge issuance for TDY staff. The incumbent manages the policy and security orientation of all TDYers to post and the mission and training requirements related to operational and logistical support of an emergency or incident to include some of the daily operations of the CDC's mission. The incumbent also assists and performs other administrative related tasks as needed for VIP visits.

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as the CDC office focal point for all transport and logistics-related issues. Coordinates with travel preparer on numerous travel activities including scheduling and coordinating Embassy Expeditor assistance for all arriving and departing CDC office and TDY staff. Provides transport and logistical support for CDC TDY and VIP visitors, and collaborating partner staff on an on-going basis. Coordinates weekly security briefings with the Embassy Regional Security Office and processes access authorization to the embassy for incoming TDY staff.

Coordinates and schedules official transport arrangements for CDC staff including USDH, LE Staff, contractors and TDY staff. Directly contacts incoming and outgoing TDY staff to coordinate lodging and transport arrangements. Assists TDYers with lodging reservations and coordinates with travel preparer for all other lodging arrangements. Responsible for tracking the country clearance approvals (via the eClearance process) and follows-up on travel requests and authorizations with the Embassy and CDC Atlanta. Maintains an updated list of scheduled TDY visitors and consultants, and provides weekly updated lists to CDC and other relevant leadership. Serves as a resource and assists in arranging in-country travel, day and weekend trips for TDY staff. May assist LE Staff travel arranger to provide responses to inquiries from staff and other CDC country offices regarding flight schedules, air ticket, and visa requirements. Informs motorpool and/or senior leadership of Security Alert notifications via e-mail; and may be required to contact TDY staff and LE Staff depending upon urgency. Collaborates with office management and operations staff to communicate and address logistical requirements relevant to implementation of program activities.

Collaborates with office management and operations staff to communicate and address logistical requirements relevant to implementation of program activities. May be called on to assist EOC Lead with duties to liaise with Atlanta-based Emergency Operations Center (EOC) during emergency crisis. Facilitates

regular updating of office phone tree and its dissemination with administrative staff.

Coordinates requisitions and procurements for all logistical supplies, equipment, and other resources; in-country and from CDC Atlanta in a crisis event, natural disaster or otherwise.

B QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education:

Completion of secondary school is required.

b. Prior Work Experience:

Two years of progressively responsible experience in administrative, program assistant, and/or logistical work is required.

c. Language Proficiency:

Level III (good working knowledge) in English and French.

d. Knowledge, Skills and Abilities:

The incumbent must have a thorough knowledge of all aspects of administrative office logistical support processes, including administrative support for professional staff; and arranging and processing logistical and transport requests. In addition, the job holder should be large organizations administrative policies and procedures.

The incumbent must possess excellent interpersonal, communication, and organizational skills. Attention to detail as well as the ability to follow-up rigorously to see work products completed through fruition is required. Must be proficient in operating office machines such as copier, shredder and fax and must be proficient with word processing, and other office computer software programs. Must be able to effectively provide good customer service and effectively interact with internal staff and external clients at all levels, including individuals from diverse cultural backgrounds. Ability to interact with high-level visitors including planning and supporting the logistical needs of VIP visitors.

ADDITIONAL SELECTION CRITERIA

1. CDC will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Physically at :CDC OFFICE
(IMMEUBLE PITA, 3ÈME ÉTAGE, CITÉ CHEMIN DE FER, KALOUM)

Electronically at : ConakryHR-CDC@state.gov

POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: October 19, 2015

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.